



Adviser - Research and Studies

- Research methods, data collection, qualitative and quantitative data research hold no secrets for you;
- You want to work for a well-established and recognised organisation that represents European local and regional governments that share values of Human rights, democracy, and rule of law;
- You want to give meaning to your work and be part of a multi-cultural, young, dynamic, and collaborative team where your skills and commitment will be highly valued;

Then becoming an Adviser – Research and Studies’ at CEMR is an opportunity not to miss!

We offer a long-term contract based in Brussels.

Your mission

- Develop, together with colleagues, studies based on CEMR work programme;
- Develop and implement strategic relationship with think tanks, donors and other European institutions;
- Contribute with the research and study activities to CEMR knowledge management, knowledge-sharing strategy, and implementation.

Research and Studies

- Implement and **coordinate** the different steps of research and publications: surveys, data collection, interviews, research, data analysis, collating texts from colleagues, drafting and final editing including reporting and evaluation;
- Coordinate CEMR expert group on Research and Studies;
- Establish and coordinate new partnerships and maintain existing relations with the academic world and the research and study services of relevant institutions at the European level;
- Set up a yearly Research and Studies work plan based on CEMR multiannual programme, ensuring that its results feed CEMR work program, knowledge sharing activities and strategy;
- Participate to the preparation and submission of new funding proposals for External Funded Activities when research is foreseen; implementation of the relevant activities.

Representation of CEMR

- Represent CEMR at relevant meetings and conferences in Brussels and abroad to present the research and studies results; facilitate the participation of members to European institutions’ events;
- Relation with Members: be the focal point for several CEMR members associations.

Your profile

- You have a degree in European Affairs, Political Science, International Affairs, Public Law;
- You are an enthusiastic professional with experience working with politicians, local governments, and their associations; you know about the international action of local and regional governments;
- You possess significant computer skills that allow you to create documents with tables, figures, and other embedded elements;
- You enjoy analysing and collating information;
- You have an experience of 3-5 years of doing research;
- You speak and write fluently in English; French is a plus;
- You can work autonomously and proactively;
- On the human side, you are a positive, accountable, enthusiastic, and tenacious person; You enjoy being in contact with partners and colleagues as you have strong interpersonal skills; you are not afraid of working under pressure and with deadlines.

Wishing to join us?

We are looking forward to meeting you! Send your CV and application letter in English telling us about your motivations and interests to application@ccre-cemr.org before 23h59 – 13 April 2022. Please put **Adviser - Research and Studies** in the title of the email. Job entry will take place as soon as possible. Please note that only short-listed candidates will be contacted. More about us: www.ccre.org

CEMR is an equal opportunity employer.